

Drug Court Coordinator/ Office of Community Corrections Grant Administrator

Office of Community Corrections and Barry County Trial Court are seeking a qualified individual for a full-time Adult Drug Court Coordinator and Office of Community Corrections Grant Administrator. Applicants must have a Bachelor's Degree in social sciences or human services field, and pass a criminal background check. This position is responsible for the management of the Barry County Office of Community Corrections (OCC) and Adult Drug Court programs. Additional responsibilities include, but are not limited to, sharing an active caseload of Drug Court probationers and offenders in OCC programs, writing and applying for grants, preparing financial and program reports, monitoring expenditures and revenue, supervising Drug Court and OCC staff, coordinating services with community agencies, and negotiating vendor contracts for services.

Cover letters and Resumes are to be mailed to:

William M. Doherty
Chief Judge
Barry County Trial Court
206 W. Court Street, Ste. 302
Hastings, MI 49058

and must be postmarked no later than September 16, 2013.